

**DRAFT**  
**Chesterfield Local Human Rights Committee (CLHRC)**  
July 24, 2006

**Members Present:**

Mr. Hasan Zarif, Chair  
Ms. Trish Angle  
Rev. Hazel Greenhowe  
Ms. Claire Velzy

**Members Absent:**

Dr. Analie Rademaker

**Others Present:**

Mr. James Bowser, Regional Advocate, OHR  
Ms. Amel Booker, Quality Life Services, LLC  
Mr. Robert Shelton, Quality Life Services, LLC  
Ms. Londella Hamilton, Unified LHRC  
Ms. Clarissa Washington, Unified LHRC  
Ms. January Tussing  
Ms. Kim Huffman, Chesterfield CSB

**Staff Present:**

Ms. Karen Mingloski  
Mr. David Mangano, Chesterfield CSB

**Affiliates Present:**

Ms. Inger Wyatt, Covenant Homes, LLC  
Ms. Chris Joyce, Grafton Schools  
Ms. Annie Connor, J&M Adult Care Services  
Mr. Shedrick McCall, Lyle Professional Consulting  
Ms. Lynn Sivels, Rivers Assisted Living  
Ms. Danielle Hunt, Youth Empowerment Services  
Mr. Sam Campbell, Youth Empowerment Services  
Mr. Mark Adams, Second Chance at Life, Inc.  
Mr. Larry Williams, Kids In Focus, Inc.  
Mr. Jerome Jones, Jerolin Management Services  
Mr. Milton Langhorne, Langhorne Family Care  
Mrs. Delores Langhorne, Langhorne Family Care

**Absent:**

Mr. Eric Brown, Langhorne Family Care  
Ms. Nancy Crawley, Second Chance at Life, Inc.  
Ms. Linda Jones, Jerolin Management Services  
Ms. Margaret Moore, J&M Adult Care Services  
Ms. Christina Rivers, Rivers Assisted Living  
Mr. Richard Kingswell, Kids In Focus, Inc.  
Ms. Sheena Lyle, Lyle Professional Consulting  
Mr. Stephen Parson, Youth Empowerment Services

**1. Call to Order**

A quorum being present, Chair Hasan Zarif called the Chesterfield Local Human Rights Committee meeting to order at 5:38pm in the Rogers Building, Chesterfield Community Services Board. Mr. Zarif asked for introductions of those present.

**2. Approval of Minutes**

On motion of Ms. Angle, seconded by Ms. Velzy, the LHRC voted to approve the minutes of the May 22, 2006 meeting, as presented.

Ayes: Ms. Angle, Ms. Velzy, Mr. Zarif

Absent: Rev. Greenhowe, Dr. Rademaker

It was agreed to defer approving the minutes of the June 19, 2006 meeting until September when LHRC members who were present at the July meeting are in attendance.

**3. Matters of the Public**

Chair Zarif entertained comments to open the floor for items of interest to the committee.

David Mangano reported that the Medicaid waiver rate increase has been approved. Advocacy group agendas for legislative proposals to the Department suggesting budget issues will be starting in January. Contact the Virginia Network of Private Providers (Jennifer Fidura of Fidura & Associates) if you are interested in participating.

Mr. Bowser reported that we are still waiting approval on the Human Rights Regulations from the Governor; that the September 7 and 8, 2006 seminar has been postponed and will be rescheduled to another date to coincide with approval of proposed regulations.

Mr. Zarif stated that the LHRC is interested in visiting another facility; Ms. Chris Joyce of Grafton volunteered to host the November meeting at Grafton School.

Mr. Bowser reported that effective July 1, 2006 all minutes of Local Human Rights Committees are required to be posted on the State DMHMRSA website. Draft minutes are to be posted within 10 business days following the meeting, and approved minutes posted within 3 business days of approval.

Chair Zarif thanked Mrs. Mingloski for her work organizing the agenda, which allows the committee to run a smooth meeting.

#### **4. Old Business**

There was no old business brought before the LHRC.

#### **5. New Business**

##### **a. Providers**

##### **1. Protective Equipment Review**

Ms. Chris Joyce of Grafton presented a helmet plan for a young child (6 years of age) in the school and group home. It was noted that the Legally Authorized Representative (LAR) has given verbal consent and are waiting for written consent.

Rev. Greenhowe joined the meeting.

Grafton will review the plan bi-weekly, and decrease use of the helmet as behaviors decrease. Mr. Bowser recommends and the LHRC agrees that the plan needs to be reviewed quarterly at a minimum (every 4 months) to see if progress is being made.

The motion was made, seconded and voted to approve the protective helmet plan for this child, pending signature from LAR and will be reviewed for progress made at the November meeting.

##### **2. Policy & Procedure Review**

Mr. Campbell stated the Youth Empowerment Services - Crisis Receiving Center handbook revisions have been made. Mr. Bowser stated that the copy he reviewed had some additional items that needed to be revised. Mr. Campbell will work with Mr. Bowser in further detail to ensure that appropriate changes are made.

The motion was made, seconded and passed to approve Youth Empowerment Services - Crisis Receiving Center handbook, pending the assurance of changes be reviewed by Mr. Bowser.

##### **3. Affiliation Request**

Ms. Amel Booker, Executive Director of Quality Life Services LLC is seeking affiliation with the Chesterfield LHRC for a group home located in Chesterfield County. Ms. Booker explained that the group home would serve up to 4 adults with mental retardation and gave a summary of services to be provided.

Mr. Bowser stated that Verita Youth and Family Services surrendered their license therefore, there is an opening in the list of affiliations for Chesterfield.

On motion of Ms. Velzy, seconded by Ms. Angle, the Chesterfield Local Human Rights Committee approved affiliation of **Quality Life Services, LLC**. The affiliation agreement was completed and signed by the chair, and the required annual fee was remitted. Ms. Amel Booker will be the liaison from the organization and will attend the LHRC meetings and provide reports of services provided and event report statistics.

The human rights policies and procedures of Quality Life Services, LLC will be reviewed at the next meeting.

#### **4. Affiliation Expansion**

Mrs. Deloris Langhorne of Langhorne Family Care is expanding her program with the opening of an additional group home, Maybrook Way, and is requesting for this group home to be included in her current affiliation. Mrs. Langhorne reported this program would be serving 5 adults with mental health and mental retardation diagnoses, with a staffing ratio of 1:4. Maybrook Way will utilize the same policies and procedures that have already been approved by the Chesterfield LHRC.

Mr. Bowser would like to review Langhorne Family Care's human rights policies and procedures to ensure the policies and procedures are applicable. Mr. Bowser will review and communicate with the Office of Licensing.

The motion was made, seconded and passed to approve the program expansion, Maybrook Way, of Langhorne Family Care.

## **5. Event Report Statistics**

Upon reconvening, Mr. Zarif entertained reports from each provider on events occurring during the period of May 1 and June 30, 2006.

**Chesterfield CSB** Mr. Mangano reported 4 informal complaints, all resolved to satisfaction of consumers involved; no allegations of abuse or neglect, 3 suicide attempts, no suicides, and 2 consumer deaths.

At the request of the LHRC's during the May meeting, Mr. Mangano provided additional details on the report of a suicide by a 13 year-old male. The LHRC thanked Mr. Mangano for his follow-up and were satisfied with the information presented.

**Covenant Homes** – Ms. Wyatt reported 2 allegations of abuse, noting there was not enough evidence to determine if the allegation was founded or unfounded. Employee involved in the allegation resigned.

**Grafton Schools** – Ms. Joyce reported 3 allegations of abuse, noting 1 founded for physical abuse, and the staff member was terminated; 2 allegations were unfounded. Ms. Joyce continued her report with 1 allegation of neglect stating CPS did not investigate, and Grafton's internal investigation found the staff member not neglectful.

**J & M Adult Care Services, Inc.** – Ms. Connor reported no events.

Ms. Conner reported that a consumer returned home, via transportation provider Noah's Ark, from First Choice Day Program with a bloody face. Transported consumer to Patient First for medical treatment of a broken nose. Staff ascertained that another consumer hit the consumer with broken nose, and the incident occurred on the van, although the driver did not see the incident occur. Mr. Bowser, Licensing and CPS were notified.

**It is recommended to amend the May-June report to include this information under Miscellaneous/Other information.** Mr. Bowser will follow-up on issue.

It was also suggested to notify Logisticare, since the transportation provider is under contract.

**Jerolin Management Services** – Mr. Jones reported no events.

**Kids in Focus, Girls in Focus, Little Kids In Focus** - Mr. Williams reported Girls in Focus had no events. Little Kids in Focus report for March – April 2006 was revised, at the request of the LHRC, to include additional information on the allegation of abuse. **The LHRC would like additional revisions to be made and resubmitted to include who reported the incident and others involved.**

Little Kids in Focus (May – June 2006) reported 2 informal complaints. One complaint was resolved when the school teacher offered his/her resignation, and the client was satisfied with the outcome. The second complaints should be classified as an Allegation of Abuse (bruise and

verbal threat). Discussion regarding the intervention technique used and bruises on the arm. **The LHRC recommends revisions to this report to include correct type of event reported (Allegation of Abuse), that the incident was reported to CPS noting their findings, and the mother's comment regarding outcome of no finding of physical abuse and that the mother is satisfied with resolution.**

***Upon further discussion, when a provider comes before the LHRC, please bring the records or any information you have available about the incidents you are reporting to the meeting so that if the LHRC has questions or wants to review the documentation, it will be available. For Allegations of Abuse or Neglect, bring all material sent to Mr. Bowser or other pertinent information, to include final results.***

Mr. Bowser referenced the May 22 minutes, which noted the clarification needed for event reports. The events reports are not comprehensive enough to understand issues.

**Langhorne Family Care** – Mrs. Langhorne reported no events. Mr. Bowser inquired about the recent Human Rights inspection; Ms. Langhorne responded that their human rights policies and procedures were reviewed, and authorizations for services. Submit a summary of the inspection and corrective action plan for review at the September meeting.

***Upon further discussion, any provider who has had a Human Rights inspection conducted between May and July 2006, or a Licensure inspection conducted in May or June 2006 should submit a summary of the findings, to include a corrective action plan.***

**Lyle Professional Consulting** – Mr. McCall reported no events. A Human Rights audit was recently conducted and a summary of the findings will be submitted for the next meeting.

**Rivers Assisted Living** - Ms. Sivels reported no events. Ms. Sivels reported an event that took place on a van where a consumer was injured, and inquired about the reporting requirements. Mr. Bowser asked that this information be submitted to his office and to contact him on July 25<sup>th</sup>.

**Second Chance at Life, Inc.** – Mr. Adams reported no events. A Human Rights inspection was conducted, and a summary of the findings will be submitted for the next meeting.

**Youth Empowerment Services / Life Coach** – Ms. Hunt revised the Event Report for the period of March – April 2006 as requested by the LHRC, reporting a more accurate description of the events for 3 informal complaints, 3 allegations of abuse in which 1 allegation was founded; 3 allegation of neglect, two of which were physical altercations and neglect was not determined, and an AWOL incident in which the staff member was found negligent; and, 2 attempted suicides in the Independent Living program.

She continued her report on the current period, May – June 2006, noting 2 allegations of neglect, stating that one was related to an AWOL and negligence was not determined, and the second allegation outcome determined the staff member was found negligent. There was also one attempted suicide, resulting in discharge from independent living and transition into a group home for increased supports and supervision.

Ms. Sharon Stroble, Office of Licensure, has recently conducted an inspection of the boy's home on June 8, noting 2 citations. One citation was related to documentation to PRN medication, and the second citation was regarding a background check not being submitted.

Ms. Stroble also inspected the Crisis Receiving Center, they are anticipating receipt of their license soon. Mr. Campbell invited LHRC members to an open house at the Crisis Receiving Center on Friday, July 28, 11am-4pm.

Break – Rev. Greenhowe left the meeting

Mr. Zarif reminded all providers to submit the following reports for the time periods indicated by September 7, 2006: Event Reports for July and August 2006; Human Rights inspections for May, June and July 2006; and, Licensure inspections for May and June 2006.

Ms. Joyce of Grafton will coordinate the meeting details and tour for November meeting with Mrs. Mingloski.

**b. LHRC Providers**

The motion was made, seconded and passed to move into Executive Session pursuant to Virginia Code 2.2-3711 for the protection of the privacy of individuals and their records in personal matters not related to public business, namely for the purpose of considering appointments to the Local Human Rights Committee.

Upon reconvening in open session, the Local Human Rights Committee certified that to the best of their knowledge that only matters lawfully exempted from open meeting requirements and only such matters for the protection of the privacy of individuals and their records in personal matters not related to public business were heard, discussed or considered in closed session.

The Chesterfield LHRC recommends Ms. January Tussing for appointment to the Chesterfield LHRC, serving a 3-year term (7/1/06 – 6/30/09). Her application will be considered at the next State Human Rights Committee meeting.

**6. Announcements/Updates**

There were no announcements or updates offered.

**7. Adjournment**

There being no further business, the meeting was adjourned at 7:40p.m. The next regular scheduled meeting will be held Monday, **September 25, 2006, at 5:30p.m.** at the Rogers Building, Chesterfield Community Services Board, 6801 Lucy Corr Boulevard.